

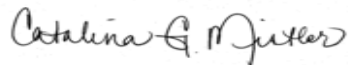


OPERATIONS MEMO

June 10, 2008

GOM 2008 - 10

TO: Financial Aid Administrators

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SUBJECT: 2008-09 Entitlement Cal Grant High School Graduation Confirmation Process

The purpose of this Operations Memo is to inform College Financial Aid Administrators the processes are now in place to allow the requirement to confirm high school graduation of new Entitlement Cal Grant participants. The Commission has created and implemented a system that will expeditiously allow confirmation of a new participant's high school graduation.

Similar to the 2007-08 Cal Grant award year, newly awarded Cal Grant Entitlement participants are required to have their high school graduation confirmed prior to receiving payment. Students who are not confirmed cannot be paid. Commencing with the 2008-09 award year, the California Student Aid Commission's (Commission) WebGrants system will act as the central repository of high school graduation confirmations. This will allow high schools, colleges, students and Commission staff to work collaboratively to gather high school graduation confirmations from various sources.

The system will allow confirmation from various sources as follows:

Confirmation by High Schools

High schools may certify a participant's high school graduation on the "High School Graduation Verification" screen which is accessible on the GPA menu in WebGrants. This user friendly process allows high school staff to quickly confirm the high school graduation of Cal Grant awardees.



State of California
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Governor

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High schools may also submit batch submissions of graduation confirmations using the WebGrants File Upload screen accessed from the Data Transfer Menu. High schools should refer to the “WebGrants High School Graduation Confirmation for High Schools” USER Guide available on the WebGrants Help screen.

Confirmation by Colleges

Colleges may submit batch submissions of graduation confirmations using the WebGrants File Upload screen accessed from the Data Transfer Menu. File layouts for the high school graduation confirmation upload are available on the WebGrants Help menu. Also, on a student by student basis, the WebGrants Cal Grant roster can be used to confirm whether the student is a high school graduate.

Self-Confirmation by Students

Students will be able to confirm their high school graduation status on WebGrants for Students (WGS) “High School Graduation” screen which is accessible on the main Cal Grant menu. Students who do not have their high school graduation confirmed will get a pop up message on the WGS screen advising them to confirm their high school graduation. Students will also be able to submit a paper confirmation using the new 2008-09 California High School Graduation Confirmation Certification Form (G-8). However, the Commission encourages students to confirm on-line using WGS. The Commission plans to communicate with students who have not confirmed their high school graduation sometime in the fall.

Confirmation by Commission Staff

Commission staff will be able to update a participant’s high school graduation status based on documentation of graduation, such as copies of diplomas from students or from the revised Cal Grant Entitlement California High School Graduation Certification Form (G-8). Please be advised that the G-8 form was revised from last year and students must use the new form for the 2008-09 academic year. We are hopeful that on-line confirmation through WGS will diminish the need for paper forms and we ask that you direct students to WGS to update their high school graduation status, make address changes, schools changes and request leave of absences from the Cal Grant program.

Effects of Non-Confirmation

If a student’s high school graduation cannot be confirmed, this will not cause their immediate withdrawal from the Cal Grant program. No payment transactions will be accepted until graduation has been confirmed. Cal Grant Entitlement participants who have not graduated by December 31, 2008, must be withdrawn from the program. Students will be able to confirm their high school graduation through January 2009.

If you have questions regarding any of this information, please contact School Support Services at (888) 294-0153 or at schoolsupport@csac.ca.gov.

Working together to effectively promote education beyond high school.